

**CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD
Hartford, CT**

**Minutes
Full Board
December 16, 2020**

Pursuant to notice filed with the Secretary of the State, the Connecticut Technical Education and Career System (hereafter "Board") met on December 16, 2020 via Google Meet Virtual Conference.

I. Call to Order

Mr. Robert Trefry called the meeting to order at 9:05am.

Present: Robert Trefry, Board Member
 Patricia Keavney-Maruca, Board Member
 George Anderson, Board Member
 Jeff Aucker, Board Member
 Christine Benz, Board Member
 Karen Wosczyzna Birch, Board Member
 Eric Brown, Board Member
 Lindy Lee Gold, Board Member
 Duncan Harris, Board Member
 Kelli-Marie Vallieres, Board Member
 Fitz Walker, Board Member
 Commissioner Kurt Westby, Board Member

Jeffrey Wihbey, Superintendent of Schools

Absent: N/A

Mr. Trefry welcomed Board members and guests and lead the pledge of allegiance.

II. Oath Ceremony

The oath of office ceremony for newly elected board members was administered by CTECS Attorney, Ms. Gawaina Wauldon. The elected officials are as listed below:

- Dr. George Anderson, SVP, Chief Learning Officer at Synchrony Financial
- Dr. Jeff Aucker, Head Associate Vice President – Head of Innovation and Delivery at Infosys
- Dr. Karen Wosczyzna Birch, Executive Director – Regional Center for Next Generation Manufacturing and State Director for the Connecticut College of Technology
- Dr. Kelli-Marie Vallieres, Executive Director, Workforce Development Unit and Vice Chair, Governor’s Workforce Council.

Questions/Discussion included:

Mr. Trefry welcomed newly appointed members and shared some thoughts on the boards' future work ahead.

III. Public Participation

There was no public participation.

IV. Introduction of Board Members

Each Board member shared brief introductory remarks and shared their enthusiasm to be apart of the CTECS Board.

V. Consideration of Minutes of the November 18, 2020, CTECS Board Meeting

Ms. Keavney-Maruca moved, Commissioner Westby seconded, that the Board adopt the minutes of the November 18, 2020, Board Meeting.

Vote:	In Favor:	Anderson, Aucker, Benz, Birch, Brown, Gold/Vallieres, Harris, Keavney-Maruca, Trefry, Walker, and Westby
	Opposed:	0
	Abstained:	0
	Absent:	0

Motion carried unanimously.

Questions/Discussion included:

N/A

A copy of the minutes is included in the official file of this meeting.

VI. Items Requiring Action

A. Estate of Mr. Vincent J. Farnsworth Scholarship Donation

Mr. Jeffrey Wihbey, CTECS Superintendent of Schools introduced, Ms. Maura Kjar, CTECS Chief Financial Officer, and Ms. Gawaina Wauldon, CTECS Attorney who gave an overview of the executive summary for the donation.

Upon approval, the bequeathed funds distributed to Norwich Technical High School will provide annually for a scholarship of \$2500.00 in memory of the John Shork, Jr., Family

and will be awarded to a senior who has completed his or her Hairdressing or Manual Arts/Wood Program and has excelled in effort as opposed to grade average.

Pursuant to Connecticut General Statutes Section 10-95(f), the Technical Education and Career System board may accept gifts, grants and donations on behalf of the system; the board shall submit quarterly reports to the Office of Policy and Management concerning all gifts, grants or donations received pursuant to this subsection.

Commissioner Westby moved, Ms. Keavney-Maruca seconded, that the Board approve the acceptance of the donated funds.

Vote:	In Favor:	Anderson, Aucker, Benz, Birch, Brown, Gold/Vallieres, Harris, Keavney-Maruca, Trefry, Walker, and Westby
	Opposed:	0
	Abstained:	0
	Absent:	0

Motion carried unanimously.

Questions/Discussion included:

N/A

A copy of the summary is included in the official file of this meeting.

B. Career Academy Cooperative Agreement with Meriden Board of Education

Mr. Trefry introduced, Attorney Susan Scott, CTECS Legal Director, and Mr. Pasquale Ciarleglio, CTECS Apprenticeship Education Consultant, who gave an overview of the anticipated program at Wilcox Technical High School.

CTECS and the Meriden Board of Education would like to establish a cooperative arrangement whereby students from Francis T. Maloney High School and Orville H. Platt High School participate in the Career Academy offered by H.C. Wilcox Technical High School (“Wilcox Career Academy”).

With an anticipated start date of January 11, 2021, Wilcox Career Academy will offer Career and Technical Education (“CTE”) in the following trade areas:

- Culinary Arts
- Manufacturing Technology
- Facilities Carpentry

Meriden Public School (“MPS”) students currently enrolled in grades 10 and 11 shall be eligible to participate. Up to 18 students per trade will be recruited and selected by MPS. Instruction shall take place after school between the hours of 3:00 p.m. to 5:30 p.m., Monday through Thursday. MPS students will earn CTE credit upon successful completion of the program.

Students who participate in the Wilcox Career Academy remain enrolled in MPS and the Wilcox Career Academy shall be considered a MPS-sponsored school activity. CTECS will provide all of the staffing, materials and equipment. The Meriden Board of Education will reimburse CTECS for the cost of the services of a school nurse. Meriden Board of Education shall maintain sole responsibility for transportation and special education services for its students.

Pursuant to of Conn. Gen. Stat. Section 10-95(c), CTECS’ Board “may enter into cooperative arrangements with local and regional boards of education... in order to provide general education, vocational, technical, technological or postsecondary education or work experience.”

Questions/Discussion included:

Mr. Brown shared his thoughts on job placement and career opportunities for certain trades.

Dr. Vallieres shared her views on the importance of enlightening students on high paying career opportunities, and stackable credentials after high school. She continued to advocate for career counseling to provide additional understanding of the amount of time required for certain career outcomes.

Dr. Vallieres encouraged facility use reviews and the benefits of adult education programs to offset costs.

Mr. Wihbey shared some adult education initiatives that are currently in place, and promised a review of the districts adult programs during a future board meeting.

Mr. Auker offered his support from a technology standpoint to assist in future endeavors.

Commissioner Westby moved, Ms. Keavney-Maruca seconded, that the Board approve the cooperative agreement.

Vote:	In Favor:	Anderson, Aucker, Benz, Birch, Brown, Gold/Vallieres, Harris, Keavney-Maruca, Trefry, Walker, and Westby
	Opposed:	0
	Abstained:	0

Absent: 0

Motion carried unanimously.

A copy of the executive summary is included in the official file of this meeting.

VII. Students of Excellence Presentations

Mr. Jeffrey Wihbey, CTECS Superintendent of Schools introduced, Ms. Cristina Stisser, CTECS Manufacturing Education Consultant, who introduced senior student, Miss Katelyn Cislo (Wilcox Tech Precision Machine Technology Program). Miss Cislo presented a well-produced PowerPoint highlighting her skills, successes, and future goals after graduation.

The Board members were very impressed with her presentation and thanked all the CTECS staff who have contributed to Miss Cislo’s success and incredible work.

Questions/Discussion included:

Board Members commended Miss Cislo on all of her accolades and wished her continued success in her future endeavors.

VIII. Items for Discussion

A. Grants Update

Mr. Trefry introduced Ms. Maura Kjar, CTECS Chief Financial Officer to discuss the districts’ grant portfolio.

A few highlights:

Grants	Purpose	Term
Title 1	Assist schools with high percentages of low-income families.	2 years
Title II-A	Prepares, trains, and recruits teachers and administrators.	2 years

Title III	Targets limited English proficient children	2 years
Title IV-A	Improve access to well-rounded education, school conditions, and technology.	2 years
Perkins	Improves career and technical education programs.	1 year
IDEA	Ensures students with disabilities have access to free, appropriate education.	2 years

Distribution of resources includes the following:

- Salary
- Fringe
- Professional Development
- Technical Services
- Equipment
- Supplies

A Few Initiatives:

- Equity Teams
- Cultural Competency
- Level One Certifications for High Reliability Schools
- Special Education Learning Strategies
- Grading
- Enrichment Programming
- Summer School

Questions/Discussion included:

Mr. Trefry asked for clarification on title one schools. .

Mr. Wihbey responded sharing how title one schools are high needs schools based off income surveys. The purpose is to close resource gaps in educational needs at those schools.

Dr. Vallieres shared her enthusiasm with the presentations data measures, which allows for considerations when evaluating program outcomes and success.

A copy of the grants PowerPoint is included in the official file of this meeting.

IX. Report of the Superintendent of Schools

A. Superintendent's Report

Mr. Jeffrey Wihbey, CTECS Superintendent of Schools shared an overview of his report.

A few highlights:

- The new CTECS online application is open to the public. This new application is a process improvement aligned with our new admissions policy. It is now a centralized application and is highly useful and effective during the pandemic. With over a month to go prior to review of applicants, over 2,000 students have begun their application and nearly 500 students have completed their application. This will allow for consistent review and timing notification of applicants in February.
- Our RSCO schools, Prince Tech, Goodwin Tech and Cheney Tech, have benefitted from a new online application platform and marketing vendor. This has resulted in a new perspective of our process and a more user-friendly application and outreach effort. We anticipate a more informed applicant pool and a comparable number of applicants that we received in the previous two years.
- The Career Academy located at H.C. Wilcox Technical High School in Meriden is scheduled to open on January 11, 2021. CTECS will be offering Meriden Public Schools (MPS) 10 & 11 graders three CTE offerings: Culinary Arts, Facilities Carpentry, and Manufacturing Technology. Twenty-three students have been recruited to participate in the program (13 in Culinary Arts, 5 in Facilities Carpentry, and 5 in Manufacturing Technology). The program will afford MPS's student the ability to earn up to 2.5 CTE credits per school year.
- Executed a contract with Frontline Applitrack for electronic recruitment and hiring of teachers, administrators and eventually all CTECS staff. The targeted go-live date is [March 12, 2021](#). The anticipated impact of this new software includes a deeper talent pool, streamlined recruitment and hiring process, reduced time from vacancy to hire, one-stop record collection and retention.
- Published [CTECS Works, a quarterly newsletter from CTECS](#). The newsletter is distributed electronically to over 35,000 individuals including parents, students, staff, alumni and industry partners. The newsletter increases public awareness of CTECS by sharing accomplishments, announcements and opportunities available at CT's technical high schools and adult programs.

Questions/Discussion included:

Ms. Gold shared her thoughts on outreach initiatives at virtual PTA meetings.

Mr. Wihbey shared some recruitment difficulties at the local town school level.

Mr. Trefry asked for clarification on Applitrack.

Mr. Wihbey shared the advantages of being able to access different talent pools.

A copy of the Superintendents Report is included in the official file of this meeting.

B. Communications Update

Ms. Kerry Markey, CTECS Communications Director shared an overview of the latest work out of the communications department.

A few highlight:

- Latest CTECS Works Newsletter
- Alumni Video Series

Questions/Discussion included:

Ms. Gold shared a few alumni who would be great to include in future videos and publications.

Mr. Trefry shared his enthusiasm for the publication.

Ms. Keavney shared the suggestion to reach out to Union leadership to provide contact resources to CTECS Alumni who are successful.

C. Pandemic Response Update

Mr. Jeffrey Wihbey, CTECS Superintendent of Schools shared an overview of the members and the purpose of the CTECS Pandemic Response Team. He provided a brief update on what their areas are doing in support of the CTECS district students, families, and staff, during the current COVID-19 Pandemic.

A few points:

- Sanitation / Disinfecting / PPE Supplies / Protective Screens

- Contact Tracing / Weekly Department of Health Conference Calls
- Schools have been in Phase 3 and Phase 4 due to uptick in COVID cases
- Constant Communication with Principals, Staff, Student, and Parents.
- Distance learning committee – full distance /hybrid programming
- Legal counsel as situations arise. Continued focus on the safety of staff and students.

Questions/Discussion included:

Mr. Brown asked for updates on maintenance staff and vaccinations.

Mr. Wihbey shared that staff are strained, but coping with the ever-changing COVID scenarios. He continued to share overtime report numbers due to limited staff due to quarantine measures and /or positive cases.

Mr. Wihbey shared preliminary discussions have begun regarding vaccinations, specifically, legal ramifications.

Mr. Wihbey shared ideas of potential compulsory summer school programs to get students up to speed with academics due to the changes in academic programming since the pandemic.

Dr. Valleries shared some potential online resources for students: Ready CT and the State of CT 180 Skills Training.

Dr. Anderson shared his views on the efforts being made in industry to understand the long term effects of COVID on the future workforce.

Mr. Trefry share his thoughts on the balance between safety and academic programing.

D. Credentials and Work Based Learning(WBL) Update

Mr. Jeffrey Wihbey, CTECS Superintendent of Schools shared an overview of the monthly Credentials and Work Based Learning reports.

A few points:

- Wilcox has process in place that ensures timely and accurate documentation in PowerSchool.
- Currently 339 students are participating in work based learning

Questions/Discussion included:

N/A

A copy of the Certifications and Work Based Learning Reports is included in the official file of this meeting.

E. Expenditure and Revenue Report

Mr. Jeffrey Wihbey, CTECS Superintendent of Schools introduced Ms. Maura Kjar, Chief Financial Officer to review the expenditure and revenue report.

The latest report reflected the following items:

- COVID-19 Expenditures
- COVID-19 Overtime
- Revenue
- Personal Services by Region
- Operating Expenses by Region
- Per Pupil Cost by Region

Questions/Discussion included:

N/A

A copy of the Expenditure and Revenue Report is included in the official file of this meeting.

F. Vacancy Update

Mr. Jeffrey Wihbey, CTECS Superintendent of Schools and Mr. Robert Sartoris, CTECS Director of Talent Management, reviewed the latest vacancy report to committee members. The list consisted of critical positions needed throughout the district.

Questions/Discussion included:

Mr. Wihbey shared some of examples of the districts staffing limitations.

Ms. Keavney shared her concerns with the limited nurse positions.

Dr. Harris shared his concerns with the numbers as well.

Dr. Valleries shared her lengthy hiring process for positions as well.

Mr. Trefry motioned, Dr. Harris seconded, that the Board communicate with DAS regarding the districts health and safety positions concerns.

Vote:	In Favor:	Anderson, Aucker, Benz, Birch, Brown, Gold/Vallieres, Harris, Keavney-Maruca, Trefry, Walker, and Westby
	Opposed:	0
	Abstained:	0
	Absent:	0

Motion carried unanimously.

A copy of the Vacancy Report is included in the official file of this meeting.

X. Report of the Chair

A. Committee Assignments

Mr. Trefry addressed the Board and gave an overview of the subcommittee descriptions. He asked Board members to review the committees list, as designations would be forthcoming.

Questions/Discussion included:

Mr. Trefry shared subcommittee meetings would be virtual and a week prior to the Board meetings to keep timeframes short.

XI. Adjourn

Mr. Trefry thanked everyone for joining the meeting and requested a motion to adjourn.

Questions/Discussion included:

Board Members shared well wishes for a safe and wonderful holiday.

Ms. Keavney moved, Mr. Brown seconded, that the Board adjourn.

Vote:	In Favor:	Anderson, Aucker, Benz, Birch, Brown, Gold/Vallieres, Harris, Keavney-Maruca, Trefry, Walker, and Westby
	Opposed:	0
	Abstained:	0
	Absent:	0

Motion carried unanimously.

The meeting adjourned at 11:56am.

Prepared by: Ms. Ronke Stallings, CTECS